



OFFICE OF THE GOVERNOR

April 24, 2019

Via Electronic Mail

Anonymous Person #2859385
72049-82326842@requests.muckrock.com

RE: Public Records Act Request

Dear Requestor:

This letter is in response to your correspondence received April 21, 2019 requesting requests submitted to the Governor's Office under the Public Records Act; responses to such requests; logs, tracking spreadsheets, or other internal mechanisms used by the Governor's Office to analyze and process such requests; and records reflecting contact information used to receive such requests.

Although we have identified records responsive to your request, many of those records are exempt from disclosure under the Public Records Act. In particular, PRA requests submitted to the Governor's Office, and responses thereto, are exempt from disclosure. (Gov. Code, § 6254(l).) Logs, tracking spreadsheets, and other internal mechanisms used by the Governor's Office to analyze and process such requests are, likewise, exempt from disclosure: such records reveal the deliberative process of the Governor, his staff, or other Administration officials (Gov. Code, § 6255; *Times Mirror Co. v. Super. Ct.* (1991) 53 Cal.3d 1325), and are additionally subject to privilege as attorney-client communications and/or attorney work product (Gov. Code, § 6254(k); Evid. Code, §§ 952, 954; Code Civ. Proc., § 2018.030).

As to records reflecting contact information used to receive Public Records Act requests, we are disclosing two responsive records, which are enclosed. Additionally, we wish to inform you that Public Records Act requests submitted to the Governor's Office are received via govlegalunit@gov.ca.gov and govpressoffice@gov.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Matthew Lee".
MATTHEW LEE
Deputy Legal Affairs Secretary

OFFICE OF THE GOVERNOR GUIDELINES FOR ACCESS TO PUBLIC RECORDS

California citizens have a right to public information maintained by government agencies, including the Office of the Governor. That right is established in the state constitution and the California Public Records Act.

Public records maintained by the Governor's Office are available according to the following guidelines:

1. Written Requests Encouraged. The Governor's Office encourages, but does not require, requests for public records to be made in writing, unless the request seeks records maintained by the Governor's Office for immediate public inspection. Examples of these types of records include Statements of Economic Interests, office publications, and these guidelines. Written requests help the Governor's Office respond to requests and correctly identify the records requested.
2. Identifying Records. To help the Governor's Office provide records promptly, requestors should provide specific information about the records they seek. Additionally, the request should sufficiently describe the records so that they can be identified, located, and retrieved by Governor's Office personnel.

Where a request is not specific and focused, Governor's Office staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure.

3. Inspection of Public Records. Public records maintained by the Governor's Office are available for inspection during regular business hours, Monday through Friday, 9:00 a.m. - 5:00 p.m.

Inspection of records will be allowed upon conditions determined by the Governor's Office. The operational functions of the Governor's Office will not be suspended to permit inspection of records during periods in which such records are reasonably required by Governor's Office personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.

Upon either the completion of the inspection or the oral request of Governor's Office personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Governor's Office records shall not destroy, mutilate, deface, alter, or remove any such records from the Governor's Office. The Governor's Office reserves the right to have Governor's Office personnel present during the inspection of records in order to prevent the loss or destruction of records.

4. Processing Requests for Copies of Public Records. When a copy of a record is requested, and the record cannot be produced immediately, the Governor's Office will determine within 10 days after receipt of the request, whether it can comply with the request, and shall promptly inform the requestor of its decision and the reasons for the decision. The initial 10-day period may be extended for up to an additional 14 days under circumstances specified in Government Code section 6253, subdivision (c).

Whenever possible, the Governor's Office will provide records at the time the determination is made to disclose them. If immediate disclosure is not possible, the Governor's Office will provide an estimated date when the records will be available, and will provide the records within a reasonable period of time.

5. Copying Fees. The Governor's Office charges the direct cost of duplication when it provides copies of records to the public (10 cents per page). The direct cost of duplication includes the pro rata expense of the duplicating equipment and the staff required to make copies of the records. Direct cost of duplication does not include the staff person's time in researching, retrieving, redacting and mailing the records. When the Governor's Office must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the Governor's Office may require the requestor to bear the full costs, not just the direct cost of duplication.
6. Exemptions. The Governor's Office may refuse to disclose any records that are exempt from disclosure under the Public Records Act. (See Gov. Code § 6254 *et seq.*)
7. Identification of Requestors. Governor's Office personnel shall not insist that persons requesting public records provide their identification, or the reasons for wanting the records. However, if records are to be picked up or mailed to a requestor, relevant identifying information must be provided. Persons wishing to enter secured parts of the Governor's Office must comply with the relevant security protocol.
8. Additional Information. A copy of these guidelines shall be posted in a conspicuous public place in the Governor's Office, and a free copy shall be provided upon request.

You may contact Governor Gavin Newsom by mail at:

Mailing address:
Governor Gavin Newsom
1303 10th Street, Suite 1173
Sacramento, CA 95814
Phone: (916) 445-2841
Fax: (916) 558-3160

Due to limited resources, responses to inquiries via mail may take longer than those submitted using the email form below.

Please note that we are unable to accept e-mail attachments because of the risk of Internet viruses; please send your attachments via traditional mail.

Email the Governor

Purpose of communication: Have Comment Need Help

First Name: _____

Last Name: _____

E-Mail Address: _____

Please choose your subject:

--

Please check if you want a reply:

[Continue](#)